

NAVSTA NORVA INSTRUCTION 12620.1A

Subj: HOURS OF WORK POLICY

Ref: (a) Human Resources Office (HRO) Manual, Chapter 610

Encl: (1) Work Schedule Change Form

1. Purpose. This instruction provides policy and procedures per reference (a) for the administration of Naval Station Norfolk's civilian personnel regarding hours of work.

2. Cancellation. NAVSTANORVAINST 12620.1.

3. Administration. The Executive Officer, maintains overall cognizance and administrative authority over the Command's hours of work policy and procedures. The Administrative Department is the command focal point for providing policy, guidance and monitoring of the program.

3. Definitions

a. Alternate Work Schedules (AWS): Term used to describe both flexible and compressed work schedules.

b. Flexible Work Schedule: Any schedule that enables a full-time employee to work 80 hours per pay period by selecting their own work hours in which they become regular and fixed after selected.

c. Compressed Work Schedule: Any schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays. Under a compressed schedule, time of arrival and departure are regular and fixed. However, the days off are varied among employees to ensure continuity of operations.

d. Basic Work Week Requirement: The number of hours, excluding overtime hours, which an employee is required to work or is required to account for by leave or otherwise. A full-

time employee has an 8 or 9 hour daily basic work requirement and an 80 hour biweekly work requirement.

e. Biweekly Pay Period: The 2-week period for which an employee is scheduled to perform work.

f. Overtime/Compensatory Time Hours: Overtime/Compensatory time hours are those worked in excess of the employee's established work schedule.

g. Holidays: The following days are treated as holidays for purpose of pay and leave of Federal employees:

New Year's Day - January 1
 Martin Luther King, Jr. Day - third Monday in January
 Washington's Birthday - the third Monday in February
 Memorial Day - the last Monday in May
 Independence Day - July 4
 Labor Day - the first Monday in September
 Columbus Day - the second Monday in October
 Veterans Day - November 11
 Thanksgiving Day - the fourth Thursday in November
 Christmas Day - December 25

4. Policy

a. Work Schedules

(1) Options Available. Naval Station Norfolk employees are offered the alternative work schedules listed below:

(a) Compressed Work Schedule

		PAY PERIOD										AWS CODE	WORK SCHEDULE CODE
		Week Number 1					Week Number 2						
Work Schedule		M	T	W	T	F	M	T	W	T	F		
A	(5-4-9)	9	9	9	9	off	9	9	9	9	8	6	18
B	(5-4-9)	9	9	9	9	8	9	9	9	9	off	6	05
C	(5-4-9)	off	9	9	9	9	8	9	9	9	9	6	14
D	(5-4-9)	8	9	9	9	9	off	9	9	9	9	6	28
E	(Standard)	8	8	8	8	8	8	8	8	8	8	0	SS

(b) Scheduled Flexible Hours - Employees will work five 8-hour days each week. The work day may begin earlier or later than standard start times, but must be the **same** each day and include the core hours of 0900-1500.

(c) Responsibilities - The supervisor is responsible for establishing work schedules to maintain the quality and timeliness of service to all customers. Every effort will be made to comply with an individual employee's selection of work schedule options. However, adjustments to the employee's preferred day off may be required to maintain an adequate staff for each day. Each employee is responsible for adequately training a co-worker to manage urgent programs and address issues that require immediate or continuous attention.

(2) Changing Work Schedule Options. Selection of an AWS is a formal procedure that establishes a permanent change in employee administrative work schedule for pay and leave purposes. Employees desiring a change in their work schedule option will make the request in writing, and indicate the pay period when they want the change to take effect, by forwarding a Work Schedule Change Form via the supervisor to departmental timekeeper prior to the effective pay period. Changes should remain in effect for a minimum of two pay periods but at management's discretion.

b. Work Hours. Under the above work schedule options, normal work hours are:

<u>Work Day</u> <u>Begin</u>		<u>Work Day</u> <u>Ends</u>
9 hour day - 0630 - 0800	to	1600 - 1730
8 hour day - 0630 - 0800	to	1500 - 1630

Authorized lunch periods are 30 minutes long and may be taken between the hours of 1000 and 1300, as established within the various departments.

c. Newly Hired Employees

(1) Supervisors are encouraged to discuss work schedules with prospective employees prior to their reporting on board.

(2) All new employees must submit a work schedule change form, enclosure (1) to the departmental timekeeper via their immediate supervisor indicating the approved work schedule selected. A blank work schedule change form will be provided to each new employee when they check in by the departmental

timekeeper. It is the supervisor's responsibility to ensure that these forms are completed and forwarded to the departmental timekeeper by the end of the employee's first workday.

5. Special Provisions of the Alternate Work Schedule

a. Training, TDY and Leave Situations. Time away from the regular work location will be charged according to the number of hours that would normally have been worked on that day.

b. Holidays

(1) Employees are entitled to holiday hours corresponding to their normal work shift, i.e., if a holiday falls on a day normally scheduled for a 9 hour shift, the employee would receive 9 holiday hours.

(2) When a holiday falls on a scheduled Friday or Monday off, full-time employees will be granted the preceding workday off in lieu of the holiday.

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LISTS 1B,C